

Wenzao Ursuline University of Languages Guidelines for Faculty Study, Research, and Other Professional Development

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- I. To promote the professional growth of faculty members, strengthen the University’s academic and teaching capacity, and encourage faculty members to pursue further study, research, and other professional development, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has established the Wenzao Ursuline University of Languages Guidelines for Faculty Study, Research, and Other Professional Development (hereinafter referred to as “the Guidelines”) in accordance with the Ministry of Education’s Regulations Governing Teachers’ Study, Research, and Other Professional Development.
- II. The term “faculty members” as used in these Guidelines refers to full-time faculty members of all academic ranks appointed within the University’s approved staffing complement.
- III. The term “professional development” as used in these Guidelines refers to the following job-related activities that enhance faculty members’ professional knowledge and competencies in teaching, student guidance, research, or educational administration, or that promote effective student learning:
 1. Further study: pursuing a degree, completing a program, or earning academic credits at a domestic or overseas institution or school duly established or accredited by the competent authority, or participating in a program offered by a government agency.
 2. Research: undertaking job-related research projects or practical training at a domestic or overseas government agency, institution, or school duly established or accredited by the competent authority.
 3. Other professional development activities: organizing or participating in training programs, workshops, faculty professional learning communities, competitions, performances or exhibitions, visits and exchanges, or other activities related to curriculum and instruction,

student affairs and guidance, school administration, or educational research that enhance professional, specialized, or interdisciplinary knowledge and competencies.

IV. The basic eligibility requirements and restrictions for faculty applications for further study or research are as follows:

1. The proposed further study or research must meet the practical needs of the applicant's academic unit or support the University's future academic development.
2. A faculty member who did not pass the most recent faculty evaluation may not apply.
3. A faculty member who failed to obtain the intended degree, or whose teaching or research performance did not improve after returning to the University, as determined in accordance with the University's applicable regulations, may not submit another application for further study or research.

V. The application categories and eligibility requirements for faculty further study or research are as follows:

1. Leave with pay while retaining position:

- (1) Faculty members selected or assigned by the University to attend lectures or training or to undertake further study or research at a domestic or overseas public or private agency, school, or academic or research institution.
- (2) Faculty members with outstanding performance in concurrent service assignments. A faculty member who has accumulated at least 30 service points through such assignments may, upon recommendation by the President, undertake further study or an observational visit at a domestic or overseas institution, or prepare a specific research proposal and apply for six months of leave with pay while retaining position, calculated on a semester basis. A faculty member who has accumulated at least 60 service points may apply for one year of such leave. The service points referred to above shall be calculated in accordance with the standards set forth in the University's Service Point Schedule.
- (3) Faculty members admitted to a doctoral program at a domestic or overseas public or private agency, school, or academic or research institution, or awarded research funding by the Ministry of Education, the National Science and Technology Council, or another foundation or funding body. An applicant under this item must have served continuously at the University for at least five years, must not previously have received University funding for further study or research while on leave with pay and retaining position, and must submit a specific study plan.

2. Leave without pay while retaining position:

- (1) Full-time faculty members who have served at the University for at least three years and have been admitted or approved to pursue a doctoral degree at a domestic or overseas public or private agency, school, or academic or research institution.
- (2) Faculty members awarded funding by the National Science and Technology Council to conduct short-term research overseas.

3. In-service further study or research with pay:

Further study or research of no more than three months undertaken during the winter or summer recess while the faculty member continues to fulfill basic teaching obligations:

- (1) Faculty members admitted or approved to pursue a doctoral degree at a domestic or overseas public or private agency, school, or academic or research institution.
- (2) Faculty members undertaking short-term further study overseas during the winter or summer recess. Participation in overseas academic conferences, training conferences, or visits is not eligible for subsidies under these Guidelines.

For purposes of the preceding paragraph, leave with pay or leave without pay while retaining position means that the faculty member is released from teaching duties and is temporarily absent from the University during the approved period of further study or research. Years of service shall continue to accrue during leave with pay while retaining position but shall not accrue during leave without pay while retaining position.

VI. The duration of faculty further study or research shall be governed by the following provisions:

1. Faculty members undertaking overseas study under Items (1) through (3) of Subparagraph 1 of Article V shall be subject to the applicable provisions. A faculty member pursuing a doctoral degree on the basis of outstanding service performance may be granted one additional year.
2. Applications for further study or research shall be calculated by semester. Leave with pay while retaining position may not exceed eight months, comprising one semester plus the winter or summer recess, and may not be extended. Leave without pay while retaining position shall, in principle, be granted for one semester. Where an extension is genuinely necessary, supporting documents shall be submitted no later than one month before the approved period expires. With the President's approval, the period may be extended to one year. Only one such extension may be granted.
3. The maximum period for pursuing a doctoral degree overseas is four years, of which no more than one year may be taken as leave with pay while retaining position. Any subsequent extension must be taken as leave without pay while retaining position. The maximum period for pursuing an in-service doctoral degree with pay is seven years. Applications under this paragraph must be submitted annually.
4. A faculty member applying for an extension shall complete the Application for Extension of Faculty Study/Research, state the reasons why the program cannot be completed on schedule, and submit a transcript and a supporting letter from the academic advisor.

VII. The maximum number of faculty members permitted to undertake further study or research, calculated by academic unit, shall be determined as follows:

1. The combined number of faculty members on leave with pay and leave without pay while retaining position shall be calculated as follows:
 - (1) The maximum shall be 10% of the total number of full-time faculty members in each department or center, and the University-wide total for each academic year shall likewise not exceed 10%.
 - (2) When calculating the 10% limit, the result shall be calculated to one decimal place and then rounded to the nearest whole number.

- (3) Where a department or center has fewer than ten full-time faculty members, one position shall nevertheless be allocated.
 - (4) Subject to the availability of funding under the Ministry of Education's institutional development reward and subsidy program, the University shall, in principle, approve two to four faculty members per year for leave with pay while retaining position. Faculty members selected and funded for further study by a ministry or commission under the Executive Yuan or by another agency or institution are not subject to this limit.
2. There shall, in principle, be no numerical limit on in-service further study or research with pay, provided that course scheduling within the academic unit is not adversely affected.
 3. After departments or centers select and submit applications in accordance with Items (1) through (3) of Subparagraph 1 of this Article, if the total number of applications University-wide exceeds the prescribed quota, the University Faculty Evaluation Committee shall review the applicants' service performance and contributions to the University's overall development and determine the order of priority based on the evaluation results.
 4. Appropriate substitute instructors shall be arranged for the courses originally taught by an approved applicant. No additional full-time faculty positions may be created for this purpose.

VIII. The application procedure for faculty further study or research is as follows:

1. An applicant shall submit the following documents: (1) an application form; (2) a letter of admission or research acceptance issued by a domestic or overseas university or graduate institute; and (3) a research proposal and other relevant supporting documents. After being approved by the faculty evaluation committee of the applicant's department or center and that of the relevant college, the application shall be forwarded to the Personnel Office for submission to the University Faculty Evaluation Committee.
2. After an application has been approved by the University Faculty Evaluation Committee and the President, the applicant shall sign a study/research agreement with the Personnel Office, undertaking to fulfill the required service obligation upon completion of the further study or research.
3. Any change to an approved further study or research plan requires a new application. The revised application shall, however, be deemed part of the same further study or research case.

IX. Subsidies for faculty further study or research shall be administered as follows:

1. A faculty member approved for full-time further study or research while on leave with pay and retaining position may, subject to budget availability, receive the full base salary and 50% of the academic research allowance during the approved period. A faculty member specifically selected and assigned by the University to participate in an overseas program, or approved for further study or research on the basis of outstanding service performance, may, subject to budget availability, receive the full base salary and the full academic research allowance. Such faculty members may not concurrently receive an administrative duty allowance, bonuses, or other allowances.
2. A faculty member applying under Item (2) of Subparagraph 3 of Article V may apply for subsidies for registration fees, transportation expenses, and accommodation expenses. Transportation and

accommodation expenses shall be reimbursed in accordance with the University's reimbursement standards for overseas official travel by faculty and staff. The maximum subsidy for each application is NT\$40,000 for Europe, the Americas, and Oceania and NT\$20,000 for all other regions. A subsidy may be granted only once per year. A recipient of funding from the National Science and Technology Council shall use that funding first.

- X. The post-study or post-research service obligations of faculty members approved under these Guidelines, and the compensation payable for failure to fulfill such obligations, shall be prescribed separately.
- XI. In addition to funding provided under the Ministry of Education's institutional development reward and subsidy program, the University may allocate budgetary funds for faculty further study or research subsidies under these Guidelines, subject to its financial condition.
- XII. These Guidelines shall take effect upon approval by the University Faculty Evaluation Committee and the University Affairs Council and promulgation by the President. The same procedure shall apply to any amendments.

The English translation is for reference only. In the event of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.